



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **ACTUARIAL ASSISTANT TRAINEE, CALPERS**

**\$3,247 - \$4,788**

**FINANCIAL SURVEILLANCE BRANCH**

**ACTUARIAL OFFICE**

**LOS ANGELES**

***This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.***

### **RESPONSIBILITIES:**

Reporting to a Supervising Life Actuary and under close supervision of a Senior Life Actuary, the incumbent will learn and perform the least complex duties related to insurance actuarial programs or work involving the calculation and verification of financial liabilities and reserves of insurance companies. Duties will include extracting and reconciling financial data; utilizing actuarial computer software programs to process actuarial valuations; determining the adequacy of risk reserves; matching and verifying data; producing statistical summaries or reports to display results of actuarial valuations; learning the statutes and regulations requiring the application of actuarial principles; and assisting more experienced staff with more complex work or special actuarial projects; and do other related work.

### **DESIRABLE QUALIFICATIONS:**

- Ability to gather, organize, summarize and analyze numerical and financial data
- Ability to perform basic mathematical calculations using standard formulas or data sets
- Ability to utilize computer applications and software to produce reports and spreadsheets
- Possess general knowledge of actuarial science; general accounting; mathematical concepts and calculations
- Dependable and be able to follow instructions
- Willing to take initiative
- Good interpersonal skills
- Have excellent verbal and written communication skills to be able to communicate data/information in oral and written form;
- Ability to work as a team member and be flexible and responsive to various tasks assigned

07/30/15 MR

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

*"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."*

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### WHO MAY APPLY:

Applications will be accepted from current State employees at the Actuarial Assistant Trainee, CalPERS level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.**

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Actuarial Assistant Trainee, CalPERS, PSN # 413-356-5509-XXX" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Malinda Randolph at (916) 492-3308.

**FINAL FILING DATE:** August 13, 2015 by 5:00 p.m. – Close of Business

**NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

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